

Reclamation Manual

Reclamation Acquisition Regulation System 401 DM Addition to FAR & DIAR

WBR 1453.303-1413-1

WBR 1453.303-1413-1 (WBR 1413.106-3)

Summary of Action
Open Market
Simplified Acquisition Contract
Greater than \$100,000 (\$25,000 for Construction)¹

Requisition Number _____

Solicitation Number _____

Purchase Order/Contract Number _____

1. Consideration of Existing Sources of Supplies and Services.

Supplies

- G Inventories
- G Excess from other Agencies
- G Federal Prison Industries
- G Blind/Severely Handicapped
- G Wholesale Supply Sources
- G Mandatory Federal Supply Schedule
- G Optional Use Federal Supply Schedule
- G Commercial
 - ☐ Government-wide Agency Contracts (GWAC)
 - ☐ Delivery Order Contracts

Services

- G Blind/Severely Handicapped
- G Mandatory Federal Supply Schedule
- G Optional Use Federal Supply Schedule
- G Federal Prison Industries
- G Commercial

¹ Contracting offices may use this format for actions which do not exceed \$100,000 (\$25,000 for construction requirements) as they deem appropriate.

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- ☐ Government-wide Agency Contracts (GWAC)
- ☐ Task Order Contracts

2. Market Research

- a. See Market Research Checklist (WBR 1453.303-1412-1). (File Tab__)
- b. Synopsized in the Commerce Business Daily on _____. (File Tab__) If not synopsized and the requirement is estimated to exceed \$25,000, cite and describe rationale for the appropriate exception at FAR 5.202(a):_____

3. Presolicitation/Solicitation Activities.

- G** Acquisition screening and review form (DI-1886). (File Tab__)
- G** DOL Wage Determination Number:_____. (File Tab__)
- G** Payment protections. Applicable to construction contracts greater than \$25,000 but not greater than \$100,000. (Reference FAR 28.102-1.) Indicate which of the following payment protections (two or more) have been selected for insertion into the clause at FAR 52.228-13.
 - G** Payment bond.
 - G** Irrevocable letter of credit (ILC).
 - G** Tripartite escrow agreement.
 - G** Certificate of deposit.
 - G** A deposit of the following types of securities:
 - ☐ United States bonds or notes.
 - ☐ Certified or cashier's checks, bank drafts, money orders, or currency.
- ☐ Brief description of the procedures used in awarding the contract or purchase order, including whether the test procedures in FAR Subpart 13.5 were used:_____
- ☐ Sole source justification (FAR 13.106-1(b) and 13.501(a)). (File Tab__)
- ☐ Number of quotations or offers received:_____. (Attach abstract from

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IDEAS-PD.)

4. Technical Advisory Reports Received (Titles and Dates):

- a. _____ . (File Tab__)
- b. _____ . (File Tab__)

Summarize technical issues or questions, any additional data requested, and disposition of issues as a result of negotiations.

5. Determination of Price Reasonableness. (Reference FAR 13.106-3(a).) Check all applicable boxes and include narrative explaining why the price is considered to be fair and reasonable based on the technique(s) employed.

- G** Lowest price as a result of competitive quotations/offers.
- G** One response received:
- ☐ Market research, e.g., product cycle, competitive forces (monopoly, oligopoly, pure competition, etc.), or life cycle issues such as product support.
 - ☐ Comparison of the proposed price with prices found reasonable on previous purchases.
 - ☐ Current price lists, catalogs, or advertisements. (However, this does not, in and of itself, establish fairness and reasonableness of the price since such published prices may only be viewed by vendors as a starting point for subsequent negotiations.)
 - ☐ Comparison with similar items in a related industry.
 - ☐ The contracting officer's personal knowledge of the item being purchased.
 - ☐ Comparison to an independent Government estimate.
 - ☐ Another reasonable basis.

Narrative: _____

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6. Responsibility Determination. (Reference FAR 1.904.) Include appropriate narrative explanation after each criterion.

- G** Prospective contractor has adequate financial resources to perform the purchase order or contract, or the ability to obtain them.
- ☐ Dun and Bradstreet List of Companies Catalog rating: _____
 - ☐ Analysis of prospective contractor's financial reports: _____

 - ☐ Contractor is not listed on the "List of Contractors Indebted to the United States."
- G** Prospective contractor is able to comply with the required or proposed delivery schedule, taking into consideration all existing commercial and governmental business commitments: _____

- G** Prospective contractor has a satisfactory performance record: _____

- G** Prospective contractor has a satisfactory record of integrity and business ethics. The source's name does not appear on the current "List of Parties Excluded from Federal Procurement or Nonprocurement Programs." A printout of search results from the Program's website at <http://epls.arnet.gov> is included in the contract file at File Tab__.
- G** Prospective contractor has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them (including, as appropriate, such elements as production control procedures, property control systems, quality assurance measures, and safety programs applicable to materials to be produced or services to be performed by the prospective contractor and subcontractors): _____

- G** Prospective contractor has the necessary production, construction, and technical equipment and facilities, or the ability to obtain them: _____

G Prospective contractor is otherwise qualified and eligible to receive an award under
BUREAU OF RECLAMATION

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applicable laws and regulations:_____

G Special standards of responsibility.

- ☐ The solicitation did not contain special standards of responsibility, therefore, there were no additional qualification or eligibility requirements used to evaluate the prospective contractor.
- ☐ The prospective contractor meets the following special standards of responsibility:_____

7. Award Decision. Explain the basis for the contract award decision including the rationale for any business judgments and tradeoffs made or relied on by the contracting officer, including benefits associated with additional costs.

PREPARED BY:

Name Title Date

APPROVED BY:

Name Title Date